

TITLE: CHILD WELFARE MANUAL
SECTION 5: CASE RECORD MAINTENANCE AND ACCESS
CHAPTER 2: RECORD ACCESS
ATTACHMENT A: COVER SHEET FOR RELEASE OF CA/N RECORDS
EFFECTIVE DATE:
PAGE: 1

Cover Sheet For Release of CA/N Records

All CA/N records released by the Division shall contain the following information:

DO NOT RE-RELEASE THIS CONFIDENTIAL DOCUMENT TO ANYONE EVEN IF THEY ARE ALSO AUTHORIZED TO OBTAIN A COPY OF THIS DOCUMENT FROM THE DIVISION. PLEASE DIRECT ALL REQUESTS FOR CONFIDENTIAL RECORDS TO THE CHILDREN'S DIVISION.

A cover sheet with the above wording follows this attachment and may be copied as needed.

MEMORANDA HISTORY:

DO NOT RE-RELEASE THIS CONFIDENTIAL DOCUMENT TO ANYONE EVEN IF THEY ARE ALSO AUTHORIZED TO OBTAIN A COPY OF THIS DOCUMENT FROM THE DIVISION. PLEASE DIRECT ALL REQUESTS FOR CONFIDENTIAL RECORDS TO THE CHILDREN'S DIVISION.